



General Services Administration  
National Capital Region  
Washington, DC 20407



DD/A Registry  
88-0407X

February 16, 1988

Dear Mr. Donnelly:

In order to be more responsive to the needs of our customers in the Federal community, we in the National Capital Region (NCR) have reviewed our organization's procedures for the performance of space alterations in leased buildings. We have concluded that the realignment of certain functions and responsibilities within our Public Buildings Service will enhance our ability to perform, and greatly benefit the public agencies which we serve.

This letter is to inform you of the following changes in responsibilities for space alterations in buildings leased by the General Services Administration (GSA), NCR.

Effective immediately, all space alterations, performed after the initial build-out and occupancy of leased space, will be the responsibility of our Buildings Management Division (BMD). Responsibility for the development and maintenance of unit price agreements with lessors will also transfer to BMD.

Responsibility for the initial build-out of leased space will remain with the Project Management Branch of our Real Estate Division.

Please continue to direct all requests for alterations and all related inquiries to your local GSA Field Office.

Sincerely,

Lewis M. Pearson  
Assistant Regional Administrator  
Office of Real Property  
Management and Operations

Paul Chistolini  
Assistant Regional Administrator  
Office of Real Estate  
and Development

Mr. William F. Donnelly  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

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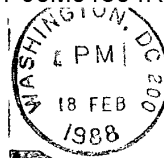
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